

**Answers to vendor questions about DNR's Master Contract Program Statement of Work for  
Data Analysis for Watershed Resources**

**Questions about subject matter expert (SME) resources**

1. **Are the eight subject matter experts dedicated or rotating?**  
Roughly eight SMEs will be available throughout the engagement. Additional ones, if required, will be made available as needed.
2. **Are the eight SMEs experts in the nine databases that are currently in scope?**  
Yes. Among the eight SMEs there will be at least one expert in the content of eight of the nine systems identified in the statement of work. (The ninth system isn't the system of record for any relevant data that isn't already in one of the other eight.)
3. **Is one SME, at least, from the Minnesota Pollution Control Agency?**  
Yes.
4. **Do the 8 SMEs have familiarity/knowledge of the remaining scope of integration systems or will we need additional resources?**  
The eight SMEs are familiar with most additional integration requirements. If more needs are uncovered, additional SMEs will be identified or documenting those needs will be written outside of the project scope.
5. **Is there a SME available with Geographic Information Systems experience?**  
Yes.
6. **What rate of commitment can SMEs make? (one day a week? ½ day all week?)**  
SMEs will be available for up to 40 hours each during the engagement. SMEs may be scheduled into working sessions that last no longer than two consecutive work days. SME availability will decline as the engagement progresses because several SMEs will begin to have field work obligations. Consequently, the contractor should expect that most SME contact will take place during the first few weeks of the engagement. DNR does not expect this engagement will involve more than four days of modeling workshops or model review workshops with all SMEs. We expect most work to be based on existing documentation and serial interviews with smaller groups of SMEs.

**Questions about other resources**

7. **Is there existing documentation for any of these 9 systems and for scope of integration systems?**  
Yes. Physical data models or physical database design documents are available for at least these

systems:

- Lake Survey database
- Stocking database
- Fisheries Hatchery database
- Lakes database
- Streams database

#### **Questions about schedule and acceptance**

8. **For the March 27 partial review and the May 4 review, are these with SMEs, project sponsors, or both? Will there be one review with all audiences or one review for each of several audiences?**

The March 27 and May 4 milestones are intended as deadlines for intermediate products to be delivered to the project manager, who will organize review by the department's data administrator, project manager, and sponsors. The nature and schedule of reviews done with subject matter experts in advance of those milestones is up to the selected contractor.

#### **Questions about scope**

9. **Is it expected that all data fields in the 9 existing databases will be accounted for within the timeframe of the project? If so, what is the approximate number of data elements that must be examined?**

The minimum acceptable product is a logical data model that identifies and names all of the attributes that will be used to uniquely identify an instance of each data subject AND identifies and names additional attributes that have corresponding attributes in the eight existing databases. The contractor will not be expected to reconcile differences in data types and field lengths when they vary across the existing databases. We estimate there are 600 to 1,000 attributes across the eight existing systems, exclusive of the attributes found in reference/lookup tables.